

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 011		3. EFFECTIVE DATE 10/29/2014		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE R6		7. ADMINISTERED BY (If other than Item 6) CODE	
REGION 6 US ENVIRONMENTAL PROTECTION AGENCY 1445 ROSS AVENUE SUITE 1200 DALLAS TX 75202-2733		8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  TOEROEK ASSOCIATES INC 300 UNION BLVD SUITE 520 LAKEWOOD CO 80228-1552		9A. AMENDMENT OF SOLICITATION NO.  9B. DATED (SEE ITEM 11)	
CODE 825211824		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-011 EP-DTO6-00007 10B. DATED (SEE ITEM 13) 09/16/2010	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

See Schedule

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Clause G.2, Ordering--By Designated Ordering Officers

**E. IMPORTANT:** Contractor ☒ is not, ☐ is required to sign this document and return \_\_\_\_\_ 0 copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

DUNS Number: 825211824

Enforcement Support Officer No. 3

This modification is hereby issued to request a cost estimate for the attached work plan assumptions for the period of performance of 4/12/14-4/11/15 (Contract Year 5-Option Period 2). The estimate is due on November 28, 2014.

This modification does not change the task order ceiling. The task order ceiling remains \$145,000.00.

TOPO: Will LaBombard

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Latrice Williams	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. DATE SIGNED 10/29/2014	16C. DATE SIGNED 10/29/2014

NAME OF OFFEROR OR CONTRACTOR TOEROEK ASSOCIATES INC
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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	LIST OF CHANGES: Reason for Modification : Other Administrative Action Payment: RTP FINANCE CENTER US ENVIRONMENTAL PROTECTION AGENCY RTP-FINANCE CENTER MAIL DROP D143-02 109 TW ALEXANDER DRIVE DURHAM NC 27711 Period of Performance: 09/16/2010 to 04/11/2015				

## TASK ORDER 07 ASSUMPTIONS

Contract EP-W-10-011

Option Year 2 (April 12, 2014 – April 11, 2015)

### Task 1 – ADMINISTRATIVE SUPPORT

Under Task 1, Toeroek Associates, Inc. (Toeroek) will provide contract and task order administrative support for 12 months to include project planning, information and financial reporting and task order close-out. Toeroek will attend monthly progress report meetings or participate in monthly progress report conference calls with the EPA Project Officer (PO) and Contracting Officer (CO), respond to questions related to administrative issues, and attend ad hoc meetings as required to address potential performance issues, information requests, and special reporting needs. In accordance with the ESS IV Contract, Toeroek will prepare and provide technical and cost information to be included in the monthly progress report and invoice, prepare and distribute all contract required reports and ad hoc reports as requested by the PO and/or CO. Toeroek will provide task order close out support in accordance with the task order.

#### 1.1 Project Planning and Support

- Toeroek Program Manager will attend monthly progress report meetings with the EPA Project Officer (PO) and Contracting Officer (CO).
- Toeroek will respond to questions by email or phone related to administrative issues, not applicable to Task Orders once a month.
- Toeroek will attend three ad hoc meetings as required to address such things as potential performance issues, information requests, and special ad hoc reporting needs.
- Toeroek will work with EPA to obtain badges and computers for all onsite contractor personnel. If needed, Toeroek will also coordinate the installation and set-up of any additional computers or equipment with the EPA IT specialists. It is anticipated that the current workspace is large enough to accommodate the personnel needed to perform the statement of work for this enforcement task order.

#### 1.2 Information Control and Reporting

- Toeroek will prepare and track technical and cost information pertaining to the TO for inclusion in the monthly progress report and monthly invoice in accordance with Attachment 2 Reports of Work in the contract.
- Toeroek will prepare and distribute all contract-required reports in accordance with Attachment 2, Reports of Work in the contract.
- Toeroek will prepare ad hoc reports as requested to assist the PO and CO in responding to contract information requests.
- Activity summaries of all work orders will be included in the monthly technical progress report.
- Up to two ad hoc reports may be requested per year.
- Each ad hoc report will be no longer than 2 pages.
- Workflow reports to ensure preservation and maintenance of audit trails of all records management functions will be included for each EO's TO.

#### 1.3 Task Order Closeout

- Toeroek will support all phases of work related to TO closeout support. The TO files will consist of 20-50 pages. Toeroek will obtain copies of corporate and team subcontract administrative program support task order files from temporary file storage and place them in the appropriate order for conversion to long-term data storage in conformance with direction provided by the CO. This task will be performed in accordance with FAR Part 4 Administrative Matters and specific regional notification to Toeroek.
- Toeroek will transfer files to the subsequent TO, index all documents and prepare images in accordance with Region 6 standards. Closed TO files will be submitted to EPA on CDROM (assumption is that it will take 2 CDs and the blank CDs are provided by EPA). Toeroek will prepare a TO Closeout Report in accordance with the contract requirements.

### Task 2 – Document Collection and Compilation

Under Task 2, Toeroek will support EPA with preparing various reports as needed by the EPA COTR. Toeroek will prepare reports and deliverables as specified in the TO.

## Task 3 – Administrative, Legal and Negotiation Support

Under Task 3, Toeroek will support the Agency with securing appraisals, surveys and interviews as needed.

## Task 4 – Document Organization and Control/Records Management

Under Task 4, Toeroek will support EPA with records and document management practices needed to ensure timely retrieval of materials upon request. For the purpose of cost estimate, it is assumed that Toeroek will provide support for one medium records collection (i.e. US Oil Recovery). Per the Blanket SOW the following assumption is relevant:

***Medium Site:** For estimating purposes, assume one (1) medium site's document holdings include fifty (50) boxes to be reviewed and fully processed. Assume no travel will be required under this task.*

Under this task, Toeroek will perform the following functions, if needed:

- Inventory Maintenance
- Identification/Documentation
- Classification Support-Categorization
- Reconstitution/Reorganization/Document Boundary Definition
- Preparation for Digital Conversion
- Indexing via the Bulk Processing In-Filing form with Excel Index Formatted Template
- Support will be required for 50 boxes.
- No travel is required for this task.

## Task 5 – Litigation Support

Under Task 5, Toeroek will support EPA with pre-litigation and litigation support upon EPA tasking as needed. Support is required for a medium site (i.e. US Oil Recovery site or alternate site).